

**CITY OF SAN DIEGO
FY 2011 COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION PROCESS**

FREQUENTLY ASKED QUESTIONS

Q: Submittal Checklist #5 (FY 2009 Documents)

My organization's fiscal year follows the calendar year (Jan-Dec), but the deadline for this grant is January 6, 2010. For submission purposes (i.e. the required audited financial statements), can we submit the most recent documents *which are available* at the time of the deadline (period ending December 31, 2008)?

A: Yes, your agency can submit the 2008 Audited Financial Statement, but will also need to ensure that the 2009 required tax documents are submitted as well.

Q: Submittal Checklist #9 (Bidding Process Documentation)

Are you requiring a minimum number of bids?

A: We only require one (1) bid (on the contractor's letterhead with their license # and include a statement of prevailing wage).

Q: Submittal Checklist # 21 (List of Board of Directors)

For the address information required, do you mean their business affiliation address or their personal address? Or can we just write "c/o [the applicant organization address]"?

A: Their business affiliation address can be listed.

Q: Submittal Checklist #23 ("Contractors receiving \$500,000 or more of federal funding...must submit salary and wage ranges for each of their job classifications...")

- 1) Just to clarify – by "contractors", did you mean the applicant organization?
- 2) Whose salary and wage ranges are you looking for? Would our organization's Staffing Profile document suffice? (Our organization has 600+ employees so figuring out the scope of this requirement is particularly important)

A: 1) Yes

- 2) **The salary and wage ranges our office is looking for are the ones that would be charged to the CDBG contract. Additionally, feel free to add your organization's staffing profile as well.**

Q: Certificate of Good Standing from the State of California documentation dated after November 24, 2009-

Is this from the Secretary of State? Their website says it will take 20 business days to get this.

A: Your agency will need to go to the State of California's office located in downtown San Diego off of A Street. At this location, they can provide you a copy of this document. Nonetheless, your agency must submit this documentation at that time of your application submittal.

Q: CIP Application (Page 15 # 8):

Are you requesting a completed construction schedule (timeline) or is this the completed project timeline? Since we are required to have one bid, generally a construction schedule is not finalized until the bid has been accepted and the accepted bid may not be that of the original bidder submitted for the grant for reasons such as competitiveness.

A: Our office will accept a completed construction/project timeline.

Q: Submittal Checklist # 23:

Does this apply only to those currently receiving \$500,000 or more in federal funding, or applying for \$500, 000 or more in federal funding?

A: This applies only to those receiving \$500,000 or more in federal funding when the funding represents more than 10% of the organization's annual budget.

Q: CIP Application (regarding bids):

I have bids that are many pages long with pictures, technical equipment descriptions, etc. I plan to submit a letter from my preferred bidder verifying that he designed the system and what he bids the costs to be. Will this letter suffice as verification of a bid?

A: Yes, if the letter is on their letterhead, with his license number, stating it's prevailing wage and a bid is stated for the work to be completed.

Q: CIP Application (regarding appraisals):

Are we required to have an appraisal at the time we submit the application or what is the latest date we can get that to you?

A: The appraisal information is included in the application form. However, as discussed, you will need to provide information on why it is not able to be included at the time of application submittal. You stated you were going to submit the real estate document.

If that is deemed insufficient, we would make a request of your agency to provide the needed information during the Appeal period (01/12/09 – 01/19/10).

Q: Leasing City-owned property:

Our agency has a lease agreement with the City of San Diego for our facility. For the Real Property certification form, who should sign this form?

A: Under the Property owner, list the City of San Diego/your agency name. Your agency will also need to indicate that you are leasing the facility on that same line. As for the signature, your agency Executive Director and/or authorized signature, can sign the form for the submittal of the application packet. Should your agency receive funding, our office will need to work with Real Estate Assets to ensure our office is in compliance with their requirements.

Q: Public Service application:

Our agency has an ongoing project, is there a way for us to present a budget representing 1-2 years of services?

A: No, all Public Service activities must be completed based on a maximum one year contract.

Q: Mandatory workshops:

Will your office be offering any ‘make-up’ workshop sessions before the January 6th application submittal deadline? If not, can our agency still submit an application?

A: Our office will not be offering any ‘make-up’ workshop sessions before January 6th due to the time constraints. Therefore, if your agency has not attended a mandatory workshop, you cannot submit an application at the January 6th deadline. However, please email us at our general address listed on our webpage and our office will add you to our mailing list for notification of any future funding opportunities.

Q: Board Member Economic Interest Declaration form:

Our agency is having difficulty in acquiring signatures from each board member to complete this required form. Is there any clarification your office can provide to help us meet your requirement?

**A: Our office provided clarification on December 23rd in an email to all applicants. However, to restate our position, here is the information mentioned in that email:
“Given the difficulties identified by many of you in obtaining signatures from all board members, our office is providing clarification that you will only need to complete one (1) form signed by your agency’s Board Chair.”**

Q: Section 3 and Real Property Certifications:

Do all applicants need to fill out these certifications?

A: The Section 3 and Real Property Certifications are only required for proposed Capital Improvement Projects.

Q: Revised CDBG Application form:

Our agency has already begun completing the application packet we received prior to the revised packet sent out on December 23rd. Do we have to use the redo our application using the revised form?

A: No, the content of the application form/packet was not revised, simply the formatting of each box. If your agency began using the older version prior to December 23rd, please continue to complete and submit that version.